

Town of Dewey-Humboldt

P.O. Box 69
Humboldt, AZ 86329
928-632-7362 FAX 928-632-7365

ACCESS & DRAINAGE PERMIT

The Town of Dewey-Humboldt Ordinance No. 05-13 requires that any work performed within the maintained Town right of way must be permitted by the Town Engineer's Office. The right of way includes the traveled roadway, shoulder, ditches and the portion of right of way between the roadway prism and your property line.

Please complete the following checklist to help determine which permits you may need in order to comply with the Town of Dewey-Humboldt Ordinance No. 05-13.

PARCEL# _____ YES NO

1. Is your residence adjacent to a maintained Town roadway? _____
If you do not know whether you are adjacent to a Town road,
Please ask Public Works Department for assistance.

***IF YOU ANSWER NO TO THIS QUESTION YOU MAY STOP HERE.**

2. Do you plan to permanently surface your driveway with
concrete or asphalt? _____

***IF YOU ANSWER YES TO THIS QUESTION, ASK SEE PUBLIC WORKS
DEPARTMENT FOR A DRIVEWAY PERMIT APPLICATION.**

3. Do you plan to **trench or excavate** within the maintained Town
Right of Way, for the installation of your utilities? _____
Will the trenching be on your property? _____
Will you have to trench anywhere outside of your
property boundary? _____

4. Do you plan to **landscape** the ditch or area next to the roadway
now or at any time in the future? _____

5. Do you plan to install a **mailbox** along the roadway now or
any time in the future? _____

The application for access onto a maintained public right of way is included in the building application packet and should be completed in the Building Safety Department office.

***ALL APPLICATION FEES MUST BE SUBMITTED AT THE TIME APPLICATION IS
MADE***

If your answers to any of the above questions change, please contact us.

APN _____ APPLICATION # _____ PERMIT # _____

Town of Dewey-Humboldt Public Works Department Access and Drainage Permit

Application for Permit to use the Town of Dewey-Humboldt Maintained Roads
As per Ordinance No. 05-13:

The undersigned herewith applies for a permit to enter in or upon and use a portion of
the right of way of the Town of Dewey-Humboldt maintained roads for the purpose of

ACCESS ONTO PUBLIC RIGHT OF WAY

Parcel # _____ Lot # _____
Road Name: _____ House # _____
Subdivision: _____ UNIT: _____

PERMITTEE SHALL NOTIFY THE ONE-CALL NOTIFICATION CENTER 48 HOURS PRIOR TO DIGGING AT: 1-800-STAKE-IT

This application has been duly signed this _____ day of _____ 20____
Applicant's Signature _____
Applicant's Name (Print) _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone # _____ Cell # _____
Fax # _____

Do Not Write Below this Line

THIS PERMIT IS APPROVED WITH THE FOLLOWING REQUIREMENTS:

_____ No Culvert Allowed
_____ (inside diameter) Culvert Required
_____ (inside diameter) ARCH ONLY Culvert Required
_____ Not D-H Jurisdiction Existing Culvert: _____

CMP = 16 GAUGE CORRUGATED METAL PIPE
POLYTHYLENE PIPE

HDPE = HIGH DENSITY

If at any time hereafter driveway is permanently surfaced (i.e. concrete or asphalt) a separate permit shall be applied for at the Public Works office.

On properties that are adjacent to two intersecting streets, the driveway must be located a minimum of 25' from the end of the road radius for the two intersecting streets. See attached detail.

Town of Dewey-Humboldt Engineer

By: _____ Permit Issuance Date: _____
FEE: _____ RECEIPT _____ CHECK # _____

CONDITIONS

1. The Permittee shall assume the responsibility and all liability for any injury or damage to said roads or streets, or to any person while using said roads or streets in a lawful manner, caused by or arising out of the exercise of this permit.
5. Maintenance of driveway culvert(s), drainage structures, and cattle guards, shall be the sole responsibility of the property owner and will in no way be the responsibility of the Town of Dewey-Humboldt. All work shall be at the sole cost and expense of the Permittee and shall be done at such time and in such manner as to be least inconvenient to the traveling public.
6. If at any time hereafter the right of way, or any portion thereof, occupied and used by the Permittee may be needed or required by the Town of Dewey-Humboldt for public right of way purposes, any permit granted in pursuance of this application may be revoked by the Town and all rights there under terminated and upon sufficient notice, the Permittee shall and will remove all property belonging to said Permittee.
7. If at any time hereafter said driveway is permanently surfaced (i.e. concrete or asphalt) in Town right of way, a separate permit shall be applied for at the Town of Dewey-Humboldt Public Works office.
8. Time schedule: MANDATORY 24-hour notice prior to and upon completion of work shall be given to the Town of Dewey-Humboldt.
9. Fees: The Town Engineer is authorized to charge a permit fee as approved by the Town of Dewey-Humboldt Mayor and Council.

The scheduled fee for access, drainage inspection and/or installation of an unsurfaced driveway in the Town of Dewey-Humboldt right of way shall be \$40.00 paid at the time application is made.

10. Miscellaneous:

- a. Any and all work performed within the Town right of way and/or a Town maintained road shall be subject to whatever inspections that shall be deemed necessary by the Town Engineer.
- b. During the course of work, the permittee shall maintain the work area in a clean and orderly condition. When a hazardous condition is created to the traveling public, barricades or proper warning devices in accordance with the M.U.T.C.D. and the latest revisions thereof shall be used. Excess excavation, debris, etc. will not be permitted to accumulate on the road surface or shoulders. Work shall progress in such a manner that not condition such as soft trenches, drop –offs from the edge of pavement, etc. will exist. Upon completion of installation of the culvert, the Permittee shall clean the pavement surface, shape the road shoulders to their previously existing condition, define drainage ditches, and leave the entire work area, covered by the permit, in a condition equal to or better than prior to beginning work.
- c. Any alteration or change to the driveway on this application shall require prior approval of the Town Engineer or his representative. This shall include but is not limited to additional driveways and/or the extension of the driveway culverts, drainage structures, and permanent surfacing.
- d. If a property is sized, “No culvert allowed” and a culvert is desired, an additional review will be required by the Town Engineer to determine if a culvert is needed and what size will be required.
- e. This permit does not allow for the installation, redirection, or significant change of a drainage channel within the public right of way. Any request for such work must be reviewed by a registered civil engineer and submitted in writing to the Town of Dewey-Humboldt Engineer for approval.
- f. Any culvert or combination of culverts that exceed 40 feet in length are required to have an approved clean-out installed, multiple clean-outs may be required for additional 40 foot lengths.
- g. Applicant agrees to hold the Town of Dewey-Humboldt harmless for the placement and or operation of the encroachments approved under this permit. All encroachments approved under this permit are subject to removal at the applicant’s expense within 30 days of notification of the encroachments become a hazard, are not maintained, the access is used for something other than its intended purpose, or the right of way is needed for public improvements.

- h. Approval of this Access permit does not relieve the applicant of the responsibility of obtaining approvals from other agencies such as Flood Control, A.D.E.Q., and all other agencies.